WHEN TO PROCESS A POSITION CHANGE REQUEST (M-5)
OR A PERSONNEL ACTION FORM – P-1 DOCUMENT

ACTION	M-5 TYPE	P-1 TYPE
Class Code Change		
Filled	210 – Reclassify	692 – Position Reclassification
Vacant	210 – Reclassify	N/A
Class Title Change		
Filled	*(1)	741 – Change to Class Information
Vacant	*(1)	N/A
Pay Grade Change		
Filled	*(1)	741 – Change to Class Information
Vacant	210 – Reclassify	N/A
Reclassification		
Filled	210 – Reclassify	692 – Position Reclassification
Vacant	210 – Reclassify	N/A
Cost Center Change	230 – Cost Center Change	*(2)
Field Status Change	250 – Field Status Change	N/A
FTE Change	240 – FTE Change	*(2)
Fund Percent Change	330 – Fund Percent Update	N/A
Pay Distribution Update	320 – Pay Distribution Update	*(3)
Position Added	010 – New Perm Position 020 – New Temp Position 040 – Add Emerg. Non EE	N/A
Position Deleted	297 – Delete Position	N/A
Position Type Change	220 – Position Type Change	*(2)
Replacement Position (Overlap)	280 – Add Replacement Position	*(4)

Notes: If a dual transaction occurs, such as class code change and a pay grade change to the same position in the same pay period, the user only needs to process one M-5 type 210 Reclassify. Additionally, if a P-1 type 692 is completed for a position with a dual M-5 action occurring on a P-1 type, 741 does not need to be completed.

M-5s must be approved by all parties no later than 4:30pm of the last day of the pay period to be effective the first day of that pay period. For example, the first day of the pay period is 9-17-10, therefore, the M-5 must be approved by 4:30pm on 9-30-10 to be effective for 9-17-10.

*(1)   An M-5 is not required on this type of change. This information is contained on the classification detail screen in the HRIS Position Control module. When the administrative user updates the class information on this screen, it will automatically update the position information.

*(2)   Whenever this type of change is done HRIS automatically updates the Employee Information record.

*(3)   Contact DAS-SAE for assistance with pay distribution M-5s.

*(4)   The M-5 creates a position in HRIS that has an identical payroll number to the original position. Once the incumbent vacates the original position, the system automatically moves the replacement employee into the original position and deletes the replacement position.